

# Contingency Plan for Preparation of DA 581

1. **1 October all 581s through TAMIS-R.** Some ASPs may not be ready to receive electronic DA 581. All Battalion ammo reps will be trained.
2. **Manual 581s to Region until Battalions and or ASPs are prepared to transmit/receive electronic DA 581.**
3. **When school is trained and ASP is Trained** automated TAMIS-R 1 October procedures apply.
4. **School not trained ASP is trained,** 581s go to Brigade. Brigade validates DA 581 and transmit to Region.

**12 month period forecast  
Submit Dec 05 .**

**SENIOR BATTILIONS (SCHOOLS)**

- Prepares DA5514 for Forecast (Dates and amounts) – fax this to Brigade
- Prepares DA581- Request for Ammunition
- Request resources for training thru EUSS (External Unit Support Services)
- Transmits forms to Brigade Ammo Manager for “validation.”
- Forecasts must be made 90 days prior to month requested, CC SOP due to TAMIS-R lock out forecasting procedures.

**90 day warning**

**BRIGADE AMMUNITION MANAGER**

- Sub-authorizes ammo to units
- Reviews DA5514 and forecasts ammo in TAMIS-R
- Reviews DA581 and validates electronically
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- Transmits validated DA581 to Region Ammo Manager
- Brigades should be advised of any change to forecast or training dates 90 days in advance.

**DA 581's should be completed and  
Transmitted to Region Ammo Mgr at  
Least **45 days** prior to pick up month.  
“Region procedures for forecasting purposes.”**

### **REGION AMMUNITION MANAGER**

- Ensures that all ammunition forecasts are inputted into TAMIS-R
- Sub-authorizes ammo to brigades
- Reviews forecast in TAMIS-R
- Adjusts amounts to meet authorizations from TRADOC
- Reviews DA581 for amounts and correctness
- Approving authority for all DA Form 581s
- Transmits signed DA581 to ASP
- Coordinates w/supporting ASP to schedule pick-ups
- Turn-Backs NLT 7 June of any given FY - Carry-over of ammo is not authorized

**May - June**

### **AMMUNITION SUPPLY POINT (ASP)**

Enters ammunition expenditures into TAMIS-R